

Air Force Security Assistance Ce

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**Report.We
b**

Tutorial

AFSAC Schoolhouse

DSN 986-0722

(937) 656-0722

September 5, 2016

U.S. AIR FORCE

Integrity ★ Service ★ Excellence



Description Report.Web



AFSAC

- **Developed to deliver Security Assistance Management Information System (SAMIS) reports electronically via secure website**
- **Saves money by eliminating unwanted printed reports**
- **Enables end-user to:**
 - Electronically search for report with specific information
 - Download copy of report for future research
 - Download report to send as an e-mail attachment
 - Print specific page or pages
- **Access to reports is limited to individual user's Manager Distribution Designator (MDD) from SAMIS**



Password and ID Report.Web



To obtain a Report.Web User-ID and password

- **For personnel OUTSIDE of AFSAC:**

- Must have a SAMIS or AFSAC Online account
- Send an email to:
afsac.samis.report.web@wpafb.af.mil
- Specify you are an external user
- A Track-it ticket will be opened and an account will be established

- **For AFSAC personnel:**

- You must also have a SAMIS or AFSAC Online account
- Open a Track-it ticket



SAMIS

Reporting Media Example



AFSAC

SAMIS 26 March 2010 (10085) TIME: 10:20:06 MDD: AFL
***** CATEGORY 1 DATA SELECTION SCREEN 165A *****

ENTER SELECTION PARAMETER: _

B. CC,CASE,LINE ITEM

D. CC,PROJECT CODE

F. CC

C. CC,CASE

E. CC,PURCHASER SERVICE CODE

ENTER VALUES FOR FIELDS AS NEEDED:

CC: _ CASE: _ LI: _ PROJECT: _ PUR SERVICE CODE: _

REPORTING MEDIA:

A. REPORT

B. CRT

ENTER Y TO REPORT

Note: To receive a report in Report.Web, you have to request the report in SAMIS first.

If a SAMIS screen has the "Reporting Media" option for a "Report" or a "List", then you can get an electronic copy of the report in Report.Web the next day.

ENTER S FOR SUMMARY REPORT

OR D FOR DETAIL REPORT: _

ENTER DATA SELECTION OPTION DESIRE

A. OPEN ONLY

B. OPEN,CLOSED,COMPLETE (ACTIVE)

C. OPEN,CLOSED,COMPLETE (ACTIVE & INACTIVE)

ENTER Y FOR NARR ON BATCH: _ ☐

**ALTERNATE OPTION:

QUICK ACCESS ID OR H-HELP.O-QUIT.R-RETURN TO TOP**



AFSAC Online Home Page

<https://afsac.wpafb.af.mil>



AFSAC

AFSAC
Online

Home

What's New

Security

Feedback

Help

Supporting
Worldwide
Partnerships

Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

AFSAC Online Links

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account**
- Change Password
- Security Cooperation Information Portal (SCIP) Web Site
- Password Required**
- Apply for SCIP Portal Account
- Application Links**
- Tutorials
- Applications Suite
- Supply Application
- Letter of Request (LOR)
- Logistics Applications



AFSAC Online

The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.

--DSL or high-speed internet connection recommended

--Click here to apply for AFSAC Online account. AFSAC Online or SAMIS account is required for Report.Web account.

- AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.
- Business Applications (Use the business applications link)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



AFSAC Online Feedback/Technical Assistance



AFSAC

AFSAC
Online

Home

What's New

Security

Feedback

Help

Supporting
Worldwide
Partnerships

Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

AFSAC Online Links

Home

What's New

System Requirements

FAQ's

Security

Feedback

Tech Support

Apply for AFSAC Online
and/or SAMIS Account

Change Password

Security Cooperation
Information Portal (SCIP)
Web Site

Password Required

Apply for SCIP Portal
Account

Application Links

Tutorials

Applications Suite

Supply Application

Letter of Request (LOR)

Logistics Applications



AFSAC Online

Use the "Feedback" link to document questions/comments about AFSAC Online tools.

For "Technical Assistance" (connectivity issues) with the **AFSAC Online tools contact AFSAC Technical Support.**

- AFSAC's goal not intended to have developed provide easy,

- Business app (Use the navi business app

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.

that goal. It is
wide, we



Report.Web - Select Report.Web Login



The **REPORT.WEB** is listed under the
“Other AFSAC Links” section on
AFSAC Online.

Report
Tutorials
Other AFSAC Links
SAMIS MIAP Access (NEW)
REPORT.WEB
About AFSAC
CLSSA Brochure
CLSSA Process Briefing
Repair/Replace Briefing
AFSAC Library

- [WEBLINK International Access](#)

WebLINK International is a web based service provided by the Defense Logistics Information Service. It provides databases, which allow a user to research the supply pipeline by country and service. Click the link above to find out more about this service. [Click here for access and sponsorship requirements.](#)

First time users/documentation
REPORT.WEB Login

Selecting

AFSAC Online is a public web site. AFSAC Online utilizes PKI enabled SSL (Secure Sockets Layer). SSL is the industry standard and is the software available today for secure online commerce transactions. AFSAC Online follows stringent procedures employed at the Wright Patterson Air Force Base to ensure software support issues. These guidelines are followed so that AFSAC's servers can operate in the public/



Report.Web - Login User Name & Password



AFSAC

Getting Started

ASG-Report.Web Version 3.4

Welcome to ASG-Report.Web!



Log in to the Insight Web Interface:

User Name:

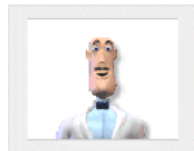
Password:

First time using Report.Web?

Click [here](#) to download third-party applications and viewers.

Click [here](#) for information on browser compatibility and other prerequisites.

Learn to use Report.Web:



[ASG-Report.Web Guru](#)

1. Enter your Report.Web User Name and Password to access Report.Web.
2. Then click "login" button.

online reports.

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Note: The Report.Web user name and password are different and unique from your AFSAC Online or SAMIS user name and password.



Report.Web - Home Page View



AFSAC

[Home](#) [Folder View](#) [Date View](#) [Name View](#) [Search](#) [Favorites](#)

[Home](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
Software Solutions

v3.2.0.39

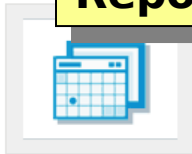
Welcome to your Report.Web Home page!

When you log in, the Home Page View is the default view of Report.Web.

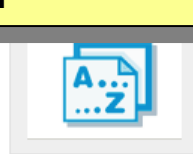
What would you like to do?



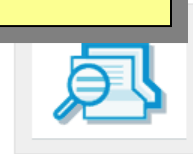
[View reports by folder](#)



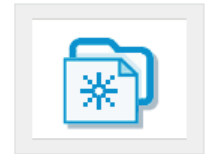
[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)


Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	

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Note: Report.Web allows you access to only your own SAMIS “push” and/or “pull” reports.

[Home](#) | [Folder View](#) | [Date View](#) | [Name View](#) | [Search](#) | [Favorites](#)

[Home](#) | [Help](#) | [Logout](#) | [Preferences](#) | 

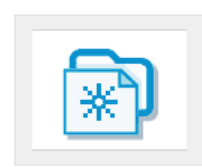
[Welcome to your Report.Web Home page!](#) v3.2.0.39

What would you like to do?













[View reports by folder](#)

There are several ways to navigate through the reports stored in Report.Web. The Navigation Bar can be used to display previously created reports.



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	



Report.Web - Home Page - Navigation Icons



Home	Folder View	Date View	Name View	Search	Favorites
------	-------------	-----------	-----------	--------	-----------

[Home](#)

[Help](#)
[Logout](#)
[Preferences](#)



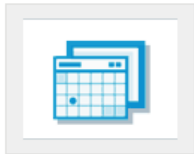
Welcome to your Report.Web Home page!

v3.2.0.39

What would you like to do?



[View reports by folder](#)



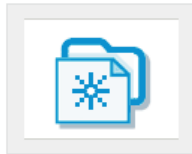
[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	<div>The Navigation Icons can also be used to display previously created reports.</div>		Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte			Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order			Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte			Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.			Online	2011-10-20 20:26:24	



Report.Web - Home Page - Most Recent Viewed



AFSAC

[Home](#) [Folder View](#) [Date View](#) [Name View](#) [Search](#) [Favorites](#)

[Home](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
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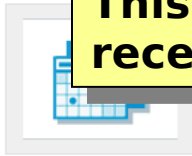
Welcome to your Report.Web Home page!

v3.2.0.39

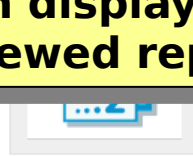
What would you like to do?



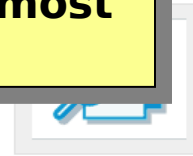
[View reports by folder](#)



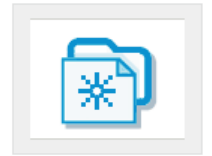
[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

This section displays your most recently viewed reports.

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	



Report.Web - Home Page - Save Report to Favorites



AFSAC

[Home](#)

[Folder View](#)

[Date View](#)

[Name View](#)

[Search](#)

[Favorites](#)

[Home](#)

[Help](#)
[Logout](#)
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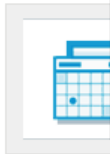
v3.2.0.39

Welcome to your Report.Web Home page!

What would you like to do?



[View reports by folder](#)

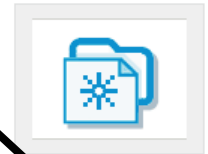


[View reports by date](#)

These action buttons can be used to save a report to your favorites section for easier access to those reports in the future.

[View reports by name](#)

[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

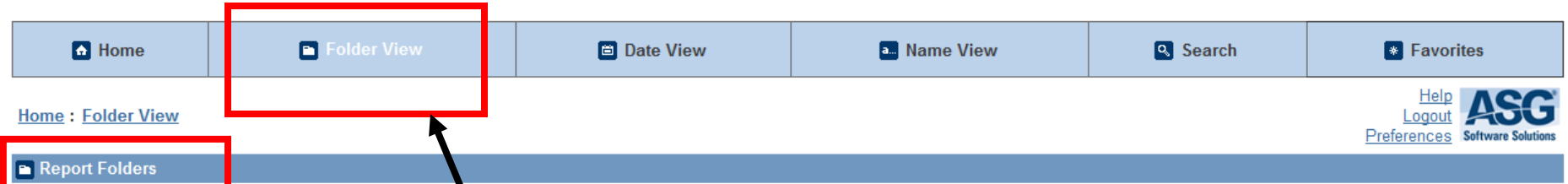
Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-11-08 00:22:58	
	AFSAC	165A HBC - custom order	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	
	AFSAC	180A HBE - Stock num inte	STOCK NUMBER INTERROGATION REPORT	AFL	Online	2011-10-13 00:23:56	
	AFSAC	123 HID - Mat. Rep. Req.	MATERIEL REPAIR REQUEST NON ACCEPTANCE LIST	ABW	Online	2011-10-20 20:26:24	



Report.Web - Folder View



AFSAC



“Folder View” opens the “Report Folders” available to you in Report.Web. In this example the “AFSAC” folder appears.

Click on the “AFSAC” link to display the reports stored in this folder.

Note: The next few slides explain the use of the Navigation Bar.



Report.Web - Report Date View



AFSAC



Home : [Date View](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
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Report Publish Dates			
2011-11-08	2011-10-27	2011-10-15	2011-10-03
2011-11-07	2011-10-26	2011-10-14	2011-09-30
2011-11-06	2011-10-25	2011-10-13	2011-09-29
2011-11-05	2011-10-24	2011-10-12	2011-09-28
2011-11-04	2011-10-23	2011-10-11	2011-09-27
2011-11-03	2011-10-22	2011-10-10	2011-09-26
2011-11-02	2011-10-21	2011-10-09	2011-09-22
2011-11-01	2011-10-20	2011-10-08	2011-09-21
2011-10-31	2011-10-19	2011-10-07	2011-09-20
2011-10-30	2011-10-18	2011-10-06	2011-09-19
2011-10-29	2011-10-17	2011-10-05	2011-09-16
2011-10-28	2011-10-16	2011-10-04	2011-09-15

Page 1 of 4 > > Jump to page: GO

“Date View” opens the “Report Publish Dates” available to you in Report.Web. In this example the last 48 dates that a report was created appear.

Click on a “Date” link to display the reports stored on this date.



Report.Web - Report Name View



AFSAC

Home Folder View Date View **Name View** Search Favorites

Home : [Name View](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
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a... Report Names

- * [115 HAQ - Input/Output](#)
- * [120 HIA- Qtr MRRL](#)
- * [123 HID - Mat. Rep. Req.](#)
- * [124 HIE - Accept. List](#)
- * [138 JAD - Uncorr. CEX](#)
- * [150 HAT - Open Req.](#)
- * [153 HAV - Delinq ship sta](#)
- * [155 HAW - Open Requist.](#)
- * [156 HAX - ESD range inte](#)
- * [165A HBC - custom order](#)
- * [174 HIH - Mat repair req](#)
- * [180A HBE - Stock num inte](#)
- * [185 HBY - Delivery Data](#)
- * [189A HBG - DELIVERY DATA](#)
- * [195A HBI - Ship Status In](#)
- * [187 HBJ - FREIGHT FORWARD](#)
- * [190 HBK - Cancellation](#)
- * [193A HBL - Req Man Stat](#)
- * [198A HBN - ROD Deliveries](#)
- * [199 HBO - R&R Cross Ref](#)
- * [205 HDS - Contract Data R](#)
- * [211 EAF - CASE / LINE ITE](#)
- * [212 EAE - Case/Line item](#)
- * [269 HEJ - D6E interrogati](#)

Page 1 of 2 > >> Jump to page: Go

“Name View” opens the “Report Names” available to you in Report.Web. In this example the last 24 reports that was created appear.

Click on a “Report Name” link to display the report.



Report.Web - Search Report Tool



AFSAC

Home Folder View Date View Name View **Search** Favorites

Home : [Search](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
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Report Search

To search for a report, enter search criteria into one or more fields below then click Search.

Report Properties

Folder Name:

Report Name:

Report Description:

Report Section:

Start Publish Date: Nov 08 2011

End Publish Date: Nov 08 2011

Wildcard characters * and ? may be used to enhance your report search. Click [Help](#) for more information.

Containing a Word or Phrase

Search string: Basic WRF Searching is enabled.
The search string syntax for Basic WRF Searching and Advanced Searching differs. Click [Help](#) for more information.

Search

“Search” opens the “Report Search” data window. Fill in the Search Fields for the report you wish to find.

Click on “Search” button when fields are complete.



Report.Web - Favorite Report View



AFSAC

Home Folder View Date View Name View Search Favorites

Home : [Favorites](#)

* Favorites

Here are your favorite reports. To view reports click on the Name text.

<input checked="" type="checkbox"/>	Type	Name	Status	Published
<input type="checkbox"/>		Requisition History for QAJ [Rename]	Online	2011-11-08 00:50:02

Select All Clear Selections Delete Selected

To add a report to your Favorites list, go to any report or document list and click the Add Favorites icon

To remove reports from your Favorites list, check one or more checkboxes above and click Delete Selected. To rename a favorite, click [\[Rename\]](#).

Click [here](#) to return to your previous activity.

**“Favorites”
opens the
“Favorites” data
window.**

**Click on the title
of the report you
wish to open.**



Report.Web - Favorite Report View



AFSAC

Home

Folder View

Date View

Name View

Search

Favorites

[Home](#) : [Favorites](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASCS**
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* Favorites

Here are your favorite reports. To view reports click on the Name text.

<input checked="" type="checkbox"/>	Type	Name	Status	Published
<input type="checkbox"/>		Requisition History for QAJ [Rename]	Online	2011-11-08 00:50:02

To add a report to your Favorites list, go to any report or document list and click the Add Favorites icon .

To remove reports from your Favorites list, check one or more checkboxes above and click Delete Selected. To rename a favorite, click [Rename].

Click [here](#) to return to your previous activity.

**Follow these
instructions to “add” or
“delete” a report to the
Favorites View.**



Report.Web - Report Date View - Example



[Home](#) : [Date View](#)

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
Software Solutions

Report Publish Dates			
2011-11-08	2011-10-27	2011-10-15	2011-10-03
2011-11-07	2011-10-26	2011-10-14	2011-09-30
2011-11-06	2011-10-25	2011-10-13	2011-09-29
2011-11-05	2011-10-24	2011-10-12	2011-09-28
2011-11-04	2011-10-23	2011-10-11	2011-09-27
2011-11-03	2011-10-22	2011-10-10	2011-09-26
2011-11-02	2011-10-21	2011-10-09	2011-09-22
2011-11-01	2011-10-20	2011-10-08	2011-09-21
2011-10-31	2011-10-19	2011-10-07	2011-09-20
2011-10-30	2011-10-18	2011-10-06	2011-09-19
2011-10-29	2011-10-17	2011-10-05	2011-09-16
2011-10-28	2011-10-16	2011-10-04	2011-09-15

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Report “Date View” - Example

1. Click on “Date View” button.
2. Click on the desired date from the “Report Publish Dates” list.



Report.Web - Date Selected View



AFSAC

Home	Folder View	Date View	Name View	Search	Favorites
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[Home](#) : [Date View](#) : 2011-11-08

[Help](#)
[Logout](#)
[Preferences](#) **ASG**
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Report Names

- [165A HBC - custom order](#)
- [180A HBE - Stock num inte](#)

Note: The selected date becomes part of the report path.

3. Click on the name of the desired report.



Report.Web - Report Selected from Date View



AFSAC

Home	Folder View	Date View	Name View	Search	Favorites
------	-------------	-----------	-----------	--------	-----------

[Home](#) : [Date View](#) : [2011-11-08](#) : [165A HBC - custom order](#)

[Help](#)
[Logout](#)
[Preferences](#)

ASG
Software Solutions

Type	Description	Section	Status	Published	Actions
	COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA	AFL	Online	2011-11-08 00:50:02	

Note: The selected report name becomes part of the report path.

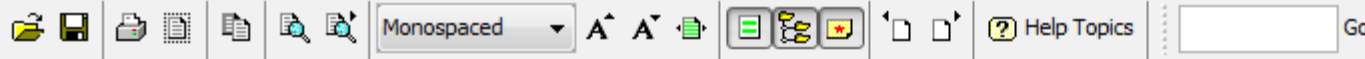
4. Click on the “Description” of the desired report and the report will open.



Report.Web - Report Viewer Toolbar



AFSAC



COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

When you log in, the Home Page View is the default view of Report.Web.

AFL OFFICE: ARSB
07 NOV 2011 (11311)
N: DETAIL

PAGE: 1

DI	RIC	M	STOCK NUMBER		UI	QTY	DOCUMENT NR	D	SUADDR	S	FC	LI	PRJ	IP	RDD	AS	FOL	TRA	P	E	B	P	B	N	P	F	P	G	C	UNIT PRICE/	PROC				
		S						E		I	ESD										UP	MDD	R	C	C	D	P	F	P	Z	C	F	C	CEX/CORR UI	DATE
DI	SFX	RIC	STOCK NUMBER		UI	QTY	DOCUMENT NR	M	SUADDR	G	FC	LI	PRJ	FIA TRAN		ASI	INT	O	E	B	S	PSC	INP	M	I	FIA	EXT	VAL	PROC						
														DATE		ISI			P	C	C	S		IND					CEX NR	DATE					
DI	RIC	M	STOCK NUMBER		UI	QTY	DOCUMENT NR	/	SUADDR	/	FC	LI	SHD	IP	SHP	UNT	CTL	NR	ADJ	POE	MDD	MOS	CEX NR												
		S															TRA		IF	BILL NR	ADV	DT	AVL	DT											
DI	SHPDT		STOCK NUMBER		UI	QTY	DOCUMENT NR	S	SUADDR		RDD	LI	RSC	SHIPMENT						LST	CCI	CEX NR	COR/ACT	PROC											
	ESD	M	SHPNR	MAN NR		BOX NR		F		T	RCV/EDD		PI	IDENTIFICATION						DIC			CODE	DATE											
DS	RIC	R	STOCK NUMBER		UI	QTY	DOCUMENT NR	X	SUADDR	B	FC	POE	P	DEL	DC	B	NR/	I	S/	M	E	B	AD	LIM	MDD	V	LI	EXTENDED							
		A								C				C	DT	PC	RIT	I	T	S	C	C	AL	CD		I	\$ VALUE								

NAME:	LANYARD,SAFETY,INDU	STATUS:	OPEN	NARR:	YES																								
A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	12213	BB	F77	R	U	S		Y							1,488.50	
A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	26	F77	WA5	R	U	S									1,488.50	11132
AE3	F77	S	4240015457210BA	EA	5	D	24511320750		DA2QAJ		4F	001	03	1153	BD	F77	133											1,488.50	11133

Note: Country code has been erased from this report.



Report.Web - Search - Go to page

AFSAC

Monospaced A^ A^- [Icons] [?] Help Topics Go

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC MDD: AFL OFFICE: ARSB

SELECTION PARAMETER: (C) COUNTRY: CASE: QAJ LINE: DOCUMENT NUMBER: DATE: 07 NOV 2011 (11311)

PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POINT: OPTION: DETAIL

SEQ: CC,CASE,LI,DOCNBR HISTORY START DATE: 00000 END DATE: 00000 HISTORY REQUESTED: OPEN ONLY

PAGE: 1

DOCUMENT NUMBER HISTORY														
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	D	SUADDR	S	FC	LI	PRJ	IP	RDD
		S					E		I					
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR	M	SUADDR	G	FC	LI			
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	/	SUADDR	/	FC	LI			
		S												
DI	SHPD	T	STOCK NUMBER	UI	QTY	DOCUMENT NR	S	SUADDR			RDD			
	ESD	M	SHPNR	MAN NR	BOX NR		F		T	RCV/ED				
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT NR	X	SUADDR	B	FC	POE	P	DEL	DC
		A							C			C	DT	PC
												RIT	I	T
												S	C	C
												AL	CD	
														I
														\$
														VALUE

You can go to a specific page in the report by entering the page number in the window and click "Go" button.

NAME: LANYARD,SAFETY,INDU STATUS: OPEN NARR: YES

A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	12213	BB	F77	R	U	S	Y	1,488.50
A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	26	F77	WA5	R	U	S		1,488.50 11132
AE3	F77	S	4240015457210BA	EA	5	D	24511320750		DA2QAJ		4F	001	03	1153	BD	F77	133				1,488.50 11133

Note: Country code has been erased from this report.



Report.Web - Search - Go to page Example

AFSAC

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC

SELECTION PARAMETER: (B) COUNTRY: CASE: QBR LINE: 001 DOCUMENT NUMBER:

PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POINT: OPTION: DETAIL

SEQ: CC,CASE,LI,DOCNR HISTORY START DATE: 00000 END DATE: 00000 HISTORY REQUESTED: OPEN ONLY

PAGE: 3

Because SAMIS links all "Like" reports together, the page number on the report may not match the total number of pages in the report. For example, we asked for page 6 which is page 3 of the second linked report.

Note: "Like" reports, for example, might be all SAMIS 165A reports requested on the same day.

Note: Country code has been erased from this report.

DI	RIC	M	STOCK NUMBER	UI
DI	SFX	RIC	STOCK NUMBER	UI
DI	RIC	M	STOCK NUMBER	UI
DI	SHPD	T	STOCK NUMBER	UI
DI	ESD	M	SHPNR	MAN NR
DS	RIC	R	STOCK NUMBER	UI

FOL	TRA	P	E	B	P	B	N	P	F	P	G	C	UNIT	PRICE/	PROC
UP	MDD	R	C	C	D	P	F	P	Z	C	F	C	CEX/CORR	UI	DATE
SI	INT	O	E	B	S	P	S	C	INP	M	I	FIA	EXT	VAL	PROC
SI		P	C	C	S				IND			CEX	NR		DATE
CTL	NR	ADJ		POE	MDD	MOS						CEX	NR		
L	NR	ADV		DT	AVL		DT								
	SHIPMENT								LST	CCI		CEX	NR	COR/ACT	PROC
	ENTIFICATION								DIC					CODE	DATE
I	S/	M	E	B	AD	LIM	MDD	V	LI					EXTENDED	
I	T	S	C	C	AL	CD			I					\$	VALUE

NAME:	PIN,	STRAIGHT,	HEAD
A01	SMS	U	5315014195021
A01	SMS	U	5315014195021
AE3	SMS	U	5315014195021
AT1	SMS	*	5315014195021
AF3	SMS	0	5315014195021

	Y	30.08
		30.45 11154
		30.45 11155
		.00 11169
		99999999 11170




Report.Web - Search - Find Text Example

AESAC

You can also search for a specific text string:

1. Click on the "Find" icon.
2. Enter text string in window.
3. Click on the "Find" button.



Find within Report

Find what:

☐ Case sensitive - upper and lower case characters must match
☐ Wrap around - search from the top if no match below
☐ Whole word search

Find

Cancel

PCN: U-W001.-HBC

SELECTION PARAMETER: (C) COUNTRY: CASE: QAJ LINE:

PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMOS IN

SEQ: CC,CASE,LI,DOCNR HISTORY START DATE: 00000 END DATE:

DOCUMENT NUMBER HISTORY

DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT
DI	SHPDT	STOCK NUMBER	UI	QTY	DOCUMENT	
ESD	M	SHPNR	MAN NR	BOX NR		
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT

NAME: LANYARD,SAFETY,INDU STATUS: OPEN NARR: YES

A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	12213	BB	F77	R	U	S	Y	1,488.50	
A01	F77	S	4240015457210BA	EA	5	D	24511320750	N	DA2QAJ	L	4F	001	03	26	F77	WA5	R	U	S		1,488.50	11132
AE3	F77	S	4240015457210BA	EA	5	D	24511320750		DA2QAJ		4F	001	03	1153	BD	F77	133				1,488.50	11133
AE3	F77	O	4240015457210BA	EA	5	D	24511320750		DA2QAJ		4F	001	03	1158	BD	F77	138				999999999	11138
AE3	F77	S	4240015457210BA	EA	5	D	24511320750		DA2QAJ		4F	001	03	26	F77	WA5	R	U	S		1,488.50	11140

ORIG RQN QTY: 5 DUE OUT QTY: 5

ORIG RQN VAL: 7, L: 7,442.50

Note: Country code has been erased from this report.



Report.Web - Search - Find Text Example



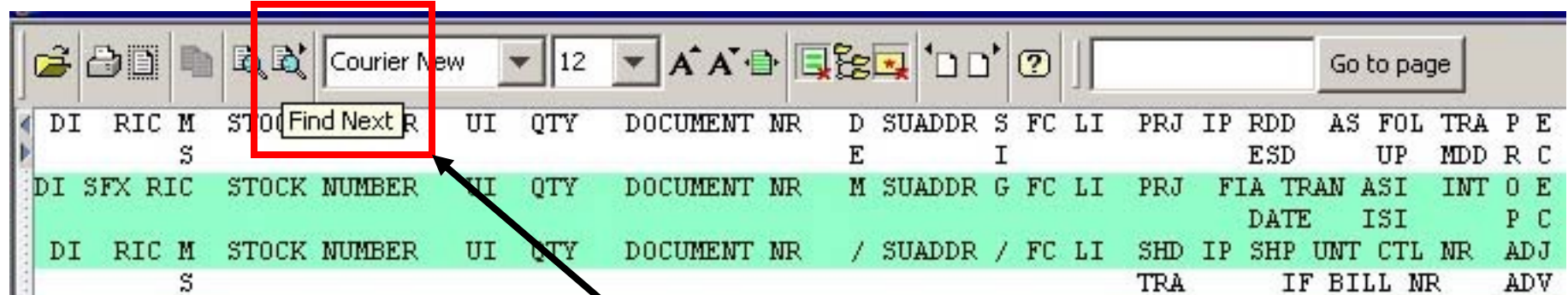
AFSAC

Courier New		12	A A		Go to page	
DI	RIC M	STOCK NUMBER	UI	QTY	DOCUMENT NR	D SUADDR S FC LI PRJ IP RDD AS FOL TRA P E B P B N P F P
	S					E I ESD UP MDD R C C D P F P Z C
DI	SFX RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR	M SUADDR G FC LI PRJ FIA TRAN ASI INT O E B S PSC INP
						DATE ISI P C C S IND
DI	RIC M	STOCK NUMBER	UI	QTY	DOCUMENT NR	/ SUADDR / FC LI SHD IP SHP UNT CTL NR ADJ POE MDD M
	S					TRA IF BILL NR ADV DT AVL D
DI	SHPD	STOCK NUMBER	UI	QTY	DOCUMENT NR	S SUADDR RDD LI RSC SHIPMENT LST CCI
	ESD M	SHPNR MAN NR	BOX NR			F T RCV/EDD PI IDENTIFICATION DIC
DS	RIC R	STOCK NUMBER	UI	QTY	DOCUMENT NR	X SUADDR B FC POE P DEL DC B NR/ I S/ M E B AD LIM MDD V L
	A					C C DT PC RIT I T S C C AL CD I
Text string is found and highlighted for you.						
NAME:	INITIATOR, PROPELLAN				STATUS: OPEN	
A01	FGZ U	1377004897476ES	EA	14 D	E8560767604 N DZ2	L 4F 06 08087 BV FGZ D N S Y 2
A01	FGZ U	1377004897476ES	EA	14 D	E8560767604 N DZ2	L 4F 06 A22 2L FGZ DDP D N S
AE3	FGZ U	1377004897476ES	EA	14 D	E8560767604 DZ2	4F 06 8046 BB FGZ 077
AE3	FGZ U	1377004897476ES	EA	14 D	E8560767604 DZ2	4F 06 8046 BZ FGZ 178
AE2	FGZ U	1377012418150ES	EA	14 D	E8560767604 DZ2	4F 06 8046 BZ FGZ 178
AE5	FGZ U	1377012418150ES	EA	14 D	E8560767604 DZ2	4F 15 P2 F
AE3	FGZ U	1377012418150ES	EA	14 D	E8560767604 DZ2	4F 06 8087 BV FGZ 043
AE2	FGZ U	1377012418150ES	EA	14 D	E8560767604 DZ2	4F 15 B7 FGZ
AE2	FGZ U	1377012418150ES	EA	14 D	E8560767604 DZ2	4F 06 8087 BV FGZ 043
ORIG RQM QTY: 14 CURRENT QTY: 14 CNCLD QTY: 0 SHPD QTY: 0 DLVD QTY: 0 DUE						
ORIG RQM VAL: 60,648.00 CURRENT VAL: 41,738.34 DLVD VAL: 0.00 ORDERED VAL:						
NAME: INITIATOR, PROPELLAN STATUS: OPEN NARR: YES						
A01	FGZ U	1377004897476ES	EA	14 D	E8560767605 N DZ2	L 4F 06 08087 BV FGZ D N S Y 2
A01	FGZ U	1377004897476ES	EA	14 D	E8560767605 N DZ2	L 4F 06 A21 2L FGZ DDP D N S
AE3	FGZ U	1377004897476ES	EA	14 D	E8560767605 DZ2	4F 06 8046 BB FGZ 077
AE3	FGZ U	1377004897476ES	EA	14 D	E8560767605 DZ2	4F 06 8046 BZ FGZ 178

Note: Country code has been erased from this report.



Report.Web - Search - Find Next Text Example



If you desire to find the next occurrence of the same text string, press the “Find Next” button.

Note: Country code has been erased from this report.



AESAC
AT SAC



Note: Country code has been erased from this report.



Report.Web - Save to File (.txt)



AFSAC

The screenshot shows the 'Save Report' dialog box. The 'Save in:' field is set to 'Desktop'. The 'File name:' field contains '0003EB35.txt'. The 'Files of type:' dropdown is set to 'Text File (*.txt)'. The 'Save' button is highlighted. The 'Pages to save:' section is also highlighted, showing a list of pages to save.

Save in: Desktop

online
0003DA11.txt
0003E767.txt

Recent Items

Desktop

My Documents

Computer

Network

File name: 0003EB35.txt

Files of type: Text File (*.txt)

Save

Cancel

Pages to save:

There are 15 pages in this report.
Enter a list of pages or range of pages, to be saved.
For example, if you enter: 2, 5-9, 42 45
The saved file will contain the pages 2, 5 to 9, 42, 45

Note: The "Save Report" window opens.

1. Set the "Save in:" file path.
2. Enter the "File name:" and set the "Files of type:" to "Text File (*.txt)"
3. Enter the "Pages to save:" using the rules listed.
4. Click the "Save" button.

Note: Once the file is saved as a ".txt" file, it can be viewed using any text viewing program.



Report.Web - Print Report



AFSAC

Here's how to Print report:

1. Select the "Print" icon.
2. Select the "Printer" name.
3. Enter the range of "Pages" or select "All" pages you wish to print.
4. Click on the "OK" button.

PCN: U-WOOL.-HBC
SELECTION PARAMETER: (B) COUNT
PROJ CODE: PSC: 1
SEQ: CC,CASE,LI,DOCNR HIST

DI	RIC	M	STOCK NUMBER	UI
		S		
DI	SFX	RIC	STOCK NUMBER	UI
		S		
DI	RIC	M	STOCK NUMBER	UI
		S		
DI	SHPD	T	STOCK NUMBER	UI
	ESD	M	SHPNR	MAN NR
DS	RIC	R	STOCK NUMBER	UI
		A		

THERE IS NO DATA FOR

COMPREHENSIVE REQUISITION/CUSTOM ORDER

Print

Printer Name: \\Sditap5000\210-13A-LEX-BW

Status: Ready

Type: Lexmark Universal PS3

Where: 134.136.30.161

Comment:

Print range

☒ All

☐ Pages from: 1 to: 15

☐ Selection

Copies

Number of copies: 1

Collate

OK

Cancel

DV	DT	AVL	DT
		LST CCI	CEX NR
		COR/ACT	PROC
ION		DIC	CODE
		DATE	
B AD	LIM	MDD	V LI
		EXTENDED	
C AL	CD	I	\$ VALUE

Note: Country code has been erased from this report.



Practice



AFSAC

Now it is your turn:

- **Use your own Report.Web User-ID and password, and practice viewing, saving and printing reports.**